

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR WATER SYSTEM OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Water System Operator is the fourth level in a six level Utilities Water System Operator series. Incumbents are responsible for serving as lead worker of work crews and for performing craft level skilled work in the testing, cleaning, maintenance, inspection, repair, installation, replacement, surface and groundwater treatment, construction and operation of water system infrastructures.

The Senior Water System Operator is distinguished from the Water System Operator by its responsibility as a leader of work crews consisting of employees of one or more Water System classes. The Senior Water System Operator is distinguished from the Water System Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily 25 - 50% |
| 2. | Assists in the activities of a specific water system function including implementation and compliance with applicable policies, procedures, standards, and objectives, which may include: water quality testing for surface and groundwater; meter reading and installation activities; water infrastructure that delivers safe potable water; and/or other applicable areas. | Daily 20% |
| 3. | Inspects plant equipment for proper performance; prepares related work orders to resolve performance problems. | Daily 10% |
| 4. | Responds to inquiries and complaints from other departments, citizens, and/or other interested parties; develops and recommends plans to resolve potentially hazardous situations. | Daily 5% |
| 5. | Monitors compliance with applicable Federal, State, and Local laws, ordinances, standards, and regulations. | Monthly 5% |
| 6. | Monitors water system infrastructure equipment to ensure appropriate operations; recommends and implements corrective actions when problems are identified. | Daily 5% |
| 7. | Implements advanced testing, cleaning, preventative maintenance, and repairs on water system equipment associated with surface and groundwater treatment and distribution, and/or other applicable water system area to ensure efficient and effective operations. | Daily 5% |

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|---|---|-------------------------------|
| 8. | Provides customer service to consumers, troubleshooting and resolving problems or providing advice on how to resolve problems. | Daily 5% |
| 9. | Collects surface and groundwater samples and prepares for submission to laboratory facilities. | Daily 5% |
| 10. | Participates in monitoring the work of external contractors to ensure compliance with established quality standards. | Weekly 5% |
| 11. | Implements complex installations of a variety of water system equipment at pump stations and/or other applicable locations which, depending on assignment, may include: water mains, valves, meters, fire hydrants, pressure regulators, pumps and tanks, surface and groundwater treatment equipment, distribution, production equipment, and/or other water system infrastructures. | Daily 25% |
| 12. | Coordinates inventory management activities, ensuring availability of applicable supplies and materials to facilitate efficient operations within the division. | Daily 5 – 10% |
| 13. | Reviews, prepares and maintains a variety of records, logs, and reports related to daily activities and operations; prepares reports for dissemination to internal departments and/or external agencies. | Monthly 5% |
| 14. | Operates heavy equipment such as backhoes, cranes, tractors, and other equipment used in the construction, repair, and maintenance of the water system infrastructure. | Daily 10 – 30% |
| 15. | Performs other duties of a similar nature or level. | As Required |

Training and Experience (positions in this class typically require):

- Based upon assignment, three years of experience in the testing, cleaning, maintenance, inspection, repair, installation, replacement, construction, distribution and operation of water systems;

OR

- For a surface water treatment plant assignment, three years of experience operating a groundwater or surface water treatment plant is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License

Special Licensing Requirements

- Water Distribution Operator Certificate, Grade D2
- Water Treatment Operator Certificate, Grade T3

Some positions, based on assignment, may require:

- Commercial Class B License
- Commercial Class A License

Knowledge (position requirements at entry):

Knowledge of:

- Customer service principles and practices
- Applicable Federal, State, and Local laws, rules, and regulations;
- Applicable mechanical systems
- Mathematical concepts
- SCADA systems
- Construction principles and practices
- Plumbing principles and practices
- Facilities maintenance and repair principles and practices
- Water treatment standards
- Water sampling protocols
- Basic water hydraulics principles
- Principles and practices in assigned area of responsibility
- Applicable tools and equipment utilized in water system operations
- Water system design and operational principles
- Safe work practices

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Performing inspections of facilities, equipment and grounds, and identifying potentially hazardous situations
- Providing customer services
- Preparing and performing mathematical calculations
- Implementing or performing routine repairs, installations of water system equipment
- Compiling and analyzing data and information
- Monitoring and maintaining supply and material inventory
- Preparing, analyzing, and maintaining operational records
- Locating mains, pipes, hydrants, and meters
- Safely operating and maintaining applicable tools and equipment
- Implementing or performing routine repairs, installations of water system equipment
- Using computers and applicable software applications
- Treating surface and groundwater
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, wearing a respirator, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 25 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, confined space entry, working in traffic, and environmental hazards.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008